

PARISH OF GODALMING

MINUTES OF A MEETING OF THE TOWN COUNCIL

OF THE PARISH OF GODALMING HELD IN THE GODALMING CHAMBER

ON THURSDAY 25 JULY 2019 AT 7.00 PM

* The Town Mayor – Councillor PMA Rivers
* The Deputy Town Mayor – Councillor Steel

* Councillor P Martin	* Councillor Stubbs
* Councillor PS Rivers	0 Councillor Cosser
* Councillor Welland	* Councillor Follows
* Councillor Adam	* Councillor Ashworth
* Councillor Boyle	* Councillor Crooks
* Councillor Duce	* Councillor Heagin
* Councillor Hullah	* Councillor Neill
* Councillor Purvis	* Councillor Rosoman
* Councillor Wardell	* Councillor Williams

* Present # Absent without apology 0 Apology for Absence L Late

151. MINUTES

The Minutes of the meeting of the Council held on 16 May 2019 were signed by the Mayor as a correct record.

152. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

153. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Adam declared a non-pecuniary interest in Agenda Item 10 Climate Emergency and Biodiversity Motion on the grounds that he is a Member of Extinction Rebellion, a Water Stewardship Manager at the River Trust and a local resident. Cllr Adam remained in the Chamber when that agenda item was debated.

Councillor Stubbs declared a non-pecuniary interest in Agenda Item 7, presentation by the Trinity Trust Team on the grounds that he is a Member of the Management Team of the Trinity Trust. Cllr Stubbs remained in the Chamber when that agenda item was debated.

154. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Mayor invited members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda.

Ms Chandra Taposeea, a resident of Godalming, spoke to Members on Climate Change and informed Members that she was proud that Godalming Town Council would be debating a Climate Change Motion as part of the meeting agenda.

155. QUESTIONS BY MEMBERS

No questions were received from Members

156. OFFICIAL ANNOUNCEMENTS, LETTERS, ETC

There were none.

157. PRESENTATION TO MEMBERS

Mr Andy Poulson of the Trinity Trust Team (TTT) gave a presentation to Members on the work of the TTT, and emphasised to Members the importance of strong, supportive, non-judgemental relationships between providers of youth support and the young people being supported, including the need to ensure the sustainability of youth provision and the danger of short term initiatives.

Following questions from Members, The Mayor thanked Mr Poulson for his presentation and for answering Members' questions. The Mayor also expressed her thanks that the Trinity Trust Team had accepted the Council's invitation to attend an open forum on youth provision and support to be held at 7.00pm on 10 September in the Oglethorpe Hall.

158. MOTIONS ON NOTICE

The Motion: Climate Emergency & Biodiversity Motion

With Members agreement, due to the number of residents in attendance to hear this motion debated, the Mayor moved this item up the agenda.

Cllr Williams proposed the motion with Cllr Adam seconding the motion.

Cllr Follows proposed an amendment to item 3 of the motion

The proposed amendment was accepted by Cllr Williams as the original proposer and Cllr Adam as the original seconder of the motion. Members resolved to accept the amendment to the motion.

Following debate of the motion, Members unanimously resolved to agree that:

In recognition of the global climate emergency and to facilitate the reduction of carbon emissions, Godalming Town Council resolves to:

- 1) Commit to becoming a carbon-neutral organisation by 2030, to cover scope 1, 2 and 3 emissions¹, including an earlier target of 2025 for all scope 1 and 2 emissions;
- 2) Set up an annual carbon audit to include the Council's carbon footprint and a roadmap for achieving this aim by the end of 2019;
- 3) Godalming Town council resolves to create a budget for grants to encourage and enable carbon-reduction and mitigation schemes within Godalming. The primary criterion for assessing applications to the fund should be CO2 savings per pound spent. The budget

¹ 2. "Scope 1 and 2 cover direct emissions sources (e.g., fuel used in company vehicles and purchased electricity), scope 3 emissions cover all indirect emissions due to the activities of an organization."

www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions/

for the current financial year to be £10,000 allocated from the Emerging Projects Fund, with an increase of the Council's grant budget for 2020/2021 onwards being established within the base budget as part of the budget setting process;

- 4) Include environmental implications of recommendations in officer reports alongside legal, financial and equality implications. These will include the impact of recommendations on CO2 emissions as well as any other relevant environmental factors;
- 5) Seek ways to facilitate and encourage our community to reduce direct and indirect CO2 emissions and conserve and enhance biodiversity in order to become resilient to changes caused by the changing climate.

We will take active steps where possible to encourage:

- a) increased use of sustainable transport;
- b) reductions in energy use in homes, shops, businesses and elsewhere and a public education campaign in order to facilitate this;
- c) co-operation with organisations seeking to build sustainable developments that minimise carbon emissions;
- d) development and use of renewable energy sources;
- e) production, sale and consumption of locally sourced and sustainably produced food;
- f) any other methods of achieving the aims above; AND
- g) Adoption of wildlife friendly land and water management practices.

Having resolved to agree the Motion set out above, Members considered Officers recommendations in support of the Motion.

The Town Clerk requested that Members accept an amendment to the recommendations set out in the agenda papers on the grounds that GTC Officers had already conducted a Carbon Emissions Audit and as such, recommended that if Members approved the CO2 emissions audit as a benchmark position, the requirement to engage consultants fall away.

In support of the Climate Emergency and Biodiversity Motion, Members unanimously resolved to agree:

1. The Motion should be considered by the Aims and Objectives Working Group to ensure the outcomes of that group are compatible with the Motion.
2. The Town Clerk should attend the Climate Change workshop being delivered by the Society of Local Council Clerks.
3. To adopt the Carbon Reduction Action Plan (attached to the record minutes).
4. Officers to work with Members to establish the application and approval criteria for the awarding of grants which encourage and enable carbon-reduction and mitigation schemes. The outcome proposals to be brought forward for consideration by the Full Council.
5. Officers to work with colleagues at WBC, SLCC and SSALC to establish best practice protocols for reporting environmental implications of recommendations.

In support of paragraph 3 of the Climate Emergency and Biodiversity Motion, Officers outlined a number of potential schemes aimed at carbon reduction and mitigation, which could be instigated and funded from the emerging projects fund, whilst the carbon reduction grants criteria is being considered. The schemes outlined were:

- Installation of free water fountains in prominent locations managed by Godalming Town Council in Godalming & Farncombe.
- In collaboration with Waverley Borough Council, installation of a free water fountain within the Phillips Memorial Park

- In collaboration with Waverley Borough Council and the Godalming Joint Burial Committee re-wild 1.5 – 2 acres of land at Eashing Cemetery
- Work with community groups and volunteers to support and encourage vulnerable groups within the community in the transition from incandescent and CFL lighting to LED lighting.

Members indicated support for the projects and agreed that Officers be authorised to progress with the planning of each proposal. The details of each proposal to be brought to the relevant committee for sign off as they are progressed.

159. COMMITTEE REPORTS

The reports of the following Committees setting out decisions taken pursuant to delegated powers were RECEIVED

Mayoralty Committee

Wearing of Civic Robes

Members considered a recommendation from the Mayoralty Committee relating to the wearing of the Council's Civic Robes. Having considered the condition and cost of repair and/or replacement of the Council's robes, Members resolved that:

1. The Mayor should continue to be robed on external civic occasions.
2. The Mayor should wear robes at the Annual Meeting of the Council.
3. The Clerk should continue to be robed but not wigged when supporting the Mayor whilst the Mayor is robed.

Following further debate, and the agreement of an amendment to Mayoralty Committee recommendations, proposed by Cllr Follows and seconded by Cllr Wardell, that wearing of mayoral robes at ordinary council meetings is to be at the discretion of the Mayor, Members resolved to agree the following:

4. At the discretion of the Mayor, mayoral robes to be worn at the Ordinary Meetings of the Full Council.
5. Councillors should discontinue wearing robes.

Members also considered the Mayoralty Committee's recommendation relating to symbols of office for the recognition of Council Members used on civic occasions, such as Remembrance Day, and resolved to agree a proposal from Cllr Paul Rivers and seconded by Cllr Rosoman that the Mayoralty Committee is requested to continue to explore options for alternative symbols of office in lieu of robes.

Policy & Management Committee

Policy Documents for Review

Members considered the recommendations of the Policy & Management Committee and resolved to adopt the documents listed below:

- Members' Code of Conduct
- Press Strategy for the Town Council

Staffing Committee

Delegation of the Functions of Proper Officer of the Council in the Absence of the Town Clerk

Members considered the recommendations of the Staffing Committee relating to the staffing structure for Godalming Town Council to be able to function efficiently and effectively in the absence of the Proper Officer (Town Clerk). In accordance with Standing Order 31(ii), Members resolved to agree that;

1. The RFO be nominated and authorised, in accordance with Standing Order 31(ii), by the Full Council to undertake the duties of the Proper Officer of the Council in the absence of the Town Clerk.
2. The remuneration associated with the authorisation be set as a single column point increment increase above the contracted NJC Column Point of the authorised individual, and that the associated remuneration ceases at the expiry of the authorisation.
3. The Town Clerk is to offer the nominated employee amended particulars of employment to reflect the additional responsibility.

160. **TO RECEIVE MINUTES OF COMMITTEE MEETINGS**

The reports of the following committees setting out decisions taken pursuant to delegated powers were RECEIVED:

	Meetings Dated
Audit Committee	22 May 2019 4 July 2019
Mayoralty Committee	22 May 2019 29 May 2019 11 July 2019
Policy & Management Committee	22 May 2019 19 June 2019 11 July 2019
Staffing Committee	22 May 2019 4 July 2019

161. **GODALMING JOINT BURIAL COMMITTEE**

The report of the meetings of the Joint Burial Committee held on 30 May and 11 July 2019 were noted.

162. **CONSULTATION ON THE AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

Members considered the response prepared by the Town Clerk relating to Waverley Borough Council's consultation on the Affordable Housing Supplementary Planning Document and resolved to authorise the Town Clerk to submit the response on behalf of Godalming Town Council.

163. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES – GODALMING DISTRICT SCOUT COUNCIL

On the proposal of Cllr Williams and seconded by Cllr Adam, Members elected Cllr Crooks as the Town Council representative to the Godalming District Scout Council.

164. ARTICLE 4 DIRECTION ORDER

Cllr Duce provided Members with an oral report of a meeting he and the Town Clerk attended with Waverley Borough Council Officers aimed at establishing the current position regarding Godalming Town Council's submission for an Article 4 Direction Order.

Cllr Duce informed Members that it is expected that Waverley Borough Council, having conducted internal consultation, will provide Godalming with an update of its position prior to the Policy & Management Committee meeting of 17 October.

165. SEALING OF DOCUMENTS, ETC.

The following resolution was passed nem con.

THAT THE TOWN CLERK BE AUTHORISED TO SIGN OR WHERE APPROPRIATE, TO HAVE SEALED ON BEHALF OF THE TOWN COUNCIL ANY ORDERS, DEEDS OR DOCUMENTS NECESSARY TO GIVE EFFECT TO ANY OF THE MATTERS CONTAINED IN THE REPORTS RECEIVED AT THIS MEETING OR IN ANY RESOLUTION PASSED BY THE TOWN COUNCIL.

166. DATE OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Thursday, 26 September 2019 at 7.00 pm in the Council Chamber.

167. ANNOUNCEMENTS

Consultation and Listening Events.

The Town Clerk informed Members that Consultation and Listening Events would be taking place in the Oglethorpe Hall between Midday and 2.30pm on the third Saturday of each month, with the first event scheduled for Saturday, 21 September. It is hoped that a Member from each of the Town Wards will be able to be in attendance at these events. The Support Services Executive will co-ordinate a sign-up sheet for the 21 September and subsequent 2019/20 Consultation and Listening Events.

Anti-social Behaviour

The Town Clerk informed Members that anti-social behaviour has been taking place behind the Crown Court Public Toilets. In order to safeguard staff who have to visit this area to access the service area, he has used delegated authority to authorise the installation of security fencing and replacement of access gates to prevent further unauthorised access. The cost of the works being £2,056.